

**RESERVIOR HIGH SCHOOL MUSIC BOOSTERS
REIMBURSEMENT REQUEST FORM**

DATE: _____

REQUESTER NAME: _____

REQUESTER ADDRESS:

REQUESTER E-MAIL ADDRESS: _____

REQUESTER PHONE: _____

PURPOSE/MUSIC BOOSTER ACCOUNT:

TOTAL REIMBURSEMENT AMOUNT REQUESTED: \$_____

BASIS/EXPLANATION OF REIMBURSEMENT REQUEST: _____

PLEASE ATTACH ALL RECEIPTS TO THIS FORM AND FORWARD TO:

RHS MUSIC BOOSTER TREASURER

QUESTIONS REGARDING REIMBURSEMENT STATUS MAY BE DIRECTED TO

. Matt McGhie, 9519 Kings Grant Rd., Laurel, MD 20723

- Email: mdmcghie@gmail.com
- Home: 240-568-0881

NOTE:

1. PLACING REIMBURSEMENT REQUESTS IN THE MUSIC BOOSTER BOX AT SCHOOL MAY RESULT IN PROCESSING DELAYS DUE TO RESTRICTED ACCESS TO THE BOX.
2. REIMBURSEMENT WILL BE PROVIDED IN AN ENVELOPE SHOWING “PNC BANK” AS THE RETURN ADDRESS. PLEASE WATCH YOUR MAIL FOR IT!